

Solution for HR Onboarding

The Xerox® Workflow Automation Solution for HR Onboarding gives human resources (HR) personnel the information management tools they need to help them better manage the onboarding process and provide new employees with as smooth a transition as possible.

By providing HR with a holistic view of all related information in a single location, this solution enables HR staff to easily track the entire onboarding process and monitor tasks across departments. Through automation, increased visibility and centralized information management, the Xerox Workflow Automation Solution for HR Onboarding supports more effective HR onboarding and improvement in the service that HR provides to new employees.

Quickly onboard new hires for employee satisfaction and immediate productivity.

The onboarding process gives new hires their first impression of what it's going to be like working for your organization. Unfortunately, onboarding can be paper-intensive—HR managers may struggle with cumbersome forms and the need to capture employee documentation such as proof of residency, ID cards and more. As a result, the HR onboarding can be costly, slow, error prone and a source of irritation to new hires and HR staff alike.

Our solution for HR Onboarding is designed to overcome manual onboarding challenges by automating and removing many of the manual paper handling and document processing steps.

The benefits to your business include:

- Reduced onboarding processing time
- Increased potential for new employee satisfaction levels
- Reduced cost of the overall process
- Greater oversight and control during the process
- Reduced manual human error processing
- Greater visibility into onboarding status across the organization



Easily integrate your onboarding process with all your business systems.

Simplify and shorten the onboarding process through process automation.

You can increase the speed and accuracy of the onboarding process by removing paper, automating key process steps, and providing oversight into the entire process. Process automation improves a recruiter's responsiveness to candidates, helping you to be in a better position to secure great candidates, sooner.

Our solution provides instant access to employee information and related documents. Through automation, increased visibility and centralized information management, multiple parties can track and monitor tasks across departments. Information is accessible to those who you decide need it at the right time. Further, our solution provides you the flexibility to route new hire information for reviews and approvals those staff member you identify whose participation can help you achieve lower internal costs during the onboarding process. The increased speed, accuracy and access can improve new employee service satisfaction levels and facilitate opportunities for retaining staff stay high.

Maximize security and controlled access with integrated management.

HR documents contain confidential information that needs to be carefully handled and protected. Personal information – such as social security numbers, birth date and address – may be included in the packet of information required for onboarding. To reduce risk of mishandling, these documents can be digitized and placed under secure document control as early in the process as you decide.

Our Solution for HR Onboarding stores all documents in a secure content management system, while still making them available through your enterprise applications. Records management and document retention policies are integral to the solution, as are audit trails and reporting for increased visibility into document lifecycles. This greatly reduces error rates and response time when dealing with destruction holds, requests for information, or routine audits. The solution even allows highly-secured external access to requested information and supporting documentation, further increasing efficiency and reducing paper dependency and costs.

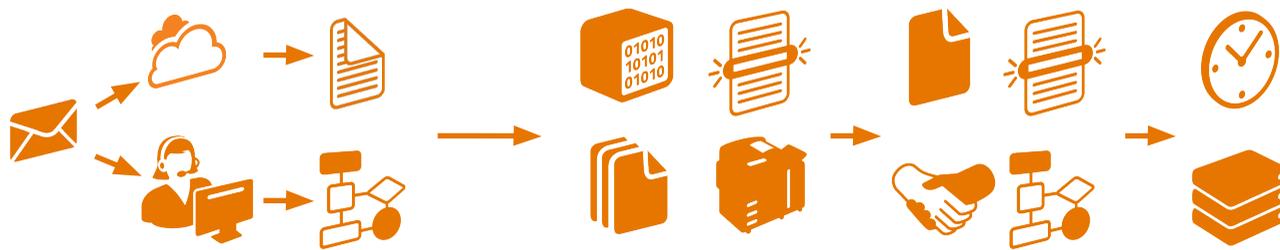
Maximize worker productivity through smart application integration.

The Solution for HR Onboarding integrates with your existing enterprise systems, so HR staff and managers can stay in their familiar applications yet still have immediate access to the documents they need. Further, integration at the data level ensures critical information feeds directly into the back office systems, so staff does not have to re-key data into multiple systems. With automated processes linking your key applications, you perform straight-through processing, so your staff focuses on service instead of paper and keyboards.

Work with a knowledgeable team.

We at Xerox are knowledgeable about documents and workflows; we also know that your business is unique. Our engagement process includes qualitative and quantitative assessments to uncover your unique processes so we can deliver a best-of-breed solution for you. From initial engagement and design, to deployment and rollout, to training and ongoing support, Xerox will be with you every step of the way.

HR Onboarding Process Flow



Prospect accepts offer and is granted access to employee portal prior to start date. New hire fills out E-form "paperwork" and other required documentation online.

New hire E-form submissions + HR direct action trigger workflows to notify Facilities, IT, Payroll, etc. and start provisioning processes.

Electronic documentation and hard copy scans stored in secure central repository for immediate access.

New hire provides additional documentation, completes onboarding steps on first day. Multiple systems updated automatically.

Documentation and data placed under records management control for future reference, retrieval or destruction.

For more information visit xerox.com/was

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